DCDS Reports

Timekeeper Reports - E HR-310 - Activity Usage

Purpose: The Activity Usage report displays Activity usage for a department, agency, TKU and pay period end date by

person. The minimum data required to be entered is department, agency and TKU.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU, Employee Name

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Activity Usage screen is accessed through the Reports, Timekeeper, \underline{E} - Activity Usage items on the

menu.

B. The following detail is displayed:

Activity

- Pay Period Total (PP Total)
- Hours for each day of the week
- Weekly Total

State of Michigan	
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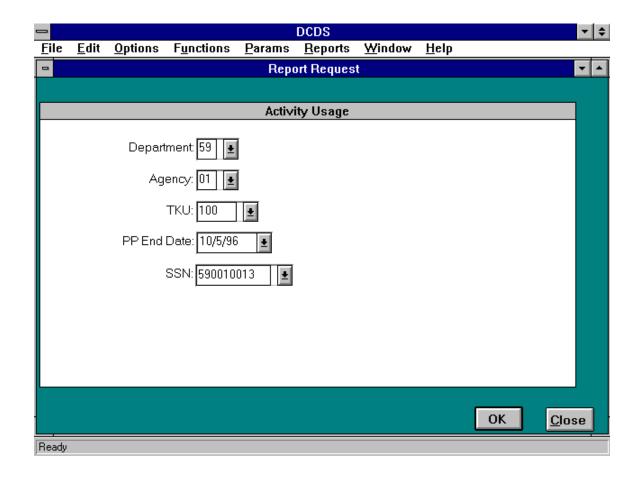
DCDS Reports

Information :	•
(Continued)	

- Coding Block Reported
- Date
- Location
- Sub Location
- Recipient
- Work Request Number
- Equipment Number
- Commodity ID
- Quantity
- Comments
- Pay Period Total (PP Total)
- Weekly Total
- Summary Total (Sum Total)
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved
- C. Total hours are provided for each employee for the pay period.
- D. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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Report Request Screen

To display the Report Request screen for the Activity Usage report, select the \underline{R} eports menu item from the Menu bar and click on the \underline{T} imekeeper menu item. From the cascading menu, click on \underline{E} - Activity Usage menu item. The Report Request screen allows users to enter the appropriate criteria to request the Activity Usage Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all TKUs, click on **AL** from the TKU dropdown. To display information for a specific employee, enter or select the Social Security Number. If a SSN is not entered, information for all employees in the TKU will display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-310 - Timekeeper Activity Usage

HR – 310		MAIN HUMAN RESOURCE SYSTEM ACTIVITY USAGE REPORT						RUN DATE: 10/09/1997 07:32:32 PAGE 1 OF 1			
DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION						PAY PERIOD END DATE: 09/06/1997					
AGENCY: 01 CENTRAL OFFICE						PAY PERIOD NO: 19					
TKU: 601 CLIO PROJI	ECT OFFICE										
NAME: CHARLEY, BARTON E			SSN: 590-10-1910				MENT DA	TE: 01/19/1981			
ACTIVITY PP TOTAL AY INDEX PCA SALT Salt Dispersal	T W T GRANT PH		<u>S</u> PROJECT	WEEK PH	LY TOTAL AG2	<u>S</u> <u>AG3</u> <u>M</u>	<u>T</u> MULTIPU	<u>W</u> <u>TE</u> J <u>RPOSE</u>	H <u>F S WEEKLY TOTA</u>		
12.00 8.00	4.00			1	2.00				0.00		
DATE LOCAT COMMENTS	ION SUB LOCAT	TION REC	<u>IPIENT</u>		ORK REQUE MBER	ST EQUIPM	IENT NUM	MBER COMMO	ODITY ID QUANTITY		
MON 08/25/1997 5263	02			899	9	10923		SPRING			
PP TOTAL: 12.00 SUM TOT: 0.00		0.00	8.00	<u>T</u> 4.00 0.00	<u>W</u> 0.00 0.00	<u>TH</u> 0.00 0.00	<u>F</u> 0.00 0.00	<u>S</u> 0.00 0.00	<u>WEEKLY TOTAL</u> 12.00 0.00		
0.00		0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SIGNATURE	DATE GUE	10/0	2011225	, ppp	WED DV			D.17	TE LINDS OF THE		
BMITTED BY: T_DEPT99	ITTED: 10/0	TTED: 10/08/1997 APPROVED BY:			DATE APPROVED:						